PROJECT SAFE NEWSLETTER

March 1980

SAFE to Support 800 Users in 1983

Considerable progress has been made in ordering SAFE's developmental priorities and in costing the various SAFE capabilities in terms of both hardware and software. The OCR Systems Analysis Staff (SAS) is now in a better position to begin to answer the myriad of requests for specific information from NFAC managers and analysts who must prepare for the implementation of SAFE.

SAFE is scheduled to become operational on 31 December 1982. At that time SAFE will be able to support 600 CRT terminals from a dedicated computer center. It is possible that some of these terminals will be available for testing in late 1982, but the majority of them will be phased into operation during 1983. The system, as now budgeted, will support 800 "full users" of SAFE. Full users will have the entire array of private and support files available to them. An additional 400 will use some of the files and functions of SAFE in support of the full users. This will give a total of 1,200 users access to SAFE.

Full users of SAFE will be able to:

(a) Have their cable traffic disseminated directly to their mail file for CRT display based on a unique statement of reading requirements, or profile, created by them to meet their specific needs. Where required, cables will be delivered within 15 minutes of receipt by the Agency.

(b) File, route, index, reject, or print their cable traffic at the CRT terminal.

(c) "Text search" their mail as well as the total collection of cables. Initially, two years of cables will be available for search purposes.

(d) Create and subsequently search various private files. These private files can contain cables selected for retention, memos, articles written by SAFE users, data maintained for ready reference, or items received from other SAFE users.

(e) Write memos, briefs, articles, or comments and route them to other SAFE users for editing, coordination, or information purposes.

(f) Search the Central Index File. This file contains 3.5 million index records to the most recent 10 years' worth of selected raw and finished intelligence. Analysts will be able to select records from this file and add them to their own private file.

(g) Directly connect their SAFE CRT terminal to the services offered by the ODP Computer Center.

It is proposed that the 600 CRT terminals which will be available when SAFE becomes operational be assigned based on the following criteria:

☐ 300 terminals to 300 users who need to handle large volumes of cable traffic in a timely fashion. SAFE's mail files, text search, routing, save files, etc., should significantly improve their ability to handle this data.

☐ 75 terminals to long-term users of the Interim System, whose use of SAFE will find natural continuation and extension of its capability.

☐ 25 terminals to OCR document analysts so that the requirements for building the Central Index File can be met.

☐ 200 terminals to be shared by 400 users in order to assure, as much as possible, reasonably equal distribution to each NFAC component.

Plans are under way to seek additional funds at the enhanced program level—including the return of funds slashed from early SAFE budget submissions—for SAFE. This is the only way SAFE's full potential, for which it is now being designed, can be realized. If this effort is successful then SAFE would be able to support:

☐ 1,200 CRT terminals.
☐ 1,275 "full users."
☐ 2,100 total users.
☐ 10 years of on-line cable traffic for text searching.
☐ ADSTAR (Automated Document STorage And Retrieval) interface, which will allow analysts to remotely retrieve images of documents stored in the central microfilm store.
☐ Improve functional capabilities in all areas.

Delta Data 7260T Selected as CIA SAFE Terminal

In January 1980, the Consolidated SAFE Project Office
(CSPO) announced that the Delta Data 7260T series CRT
terminal had been selected for CIA SAFE. The SAFE model
will be an enhanced version of the terminal recently selected
by ODP as the new standard Agency terminal. ODP terminals
have begun to arrive and should begin to be delivered to
offices in early July. Initially the SAFE computer center will not
be able to support these non-SAFE terminals. The capability
will exist, however, to upgrade or modify the standard ODP
terminals so that they can access SAFE at a future date should
funds and equipment become available to expand SAFE
beyond current budget constraints which limit the number of
SAFE terminals to 600 (see *SAFE To Support 800 Users in
1983*).

The SAFE terminal will have all of the features and functional
capabilities available in the standard Agency 7260T plus some
special modifications. Among those features of interest to
users are the nonglare screen, a complete set of compose/
text edit function keys, a numeric key pad, up to 36
programmable function keys, programmable character fonts
for foreign languages, and the capability to create multiple
split screens. Most importantly, these CRTs meet TEMPEST
standards for emanation controls which allow the installation
of an open or "black" telephone within close proximity of the
terminal.

As a special add-on feature for those offices having a need,
the Delta Data 7260Ts may be made into a stand-alone, desk-
top computer system by adding a companion floppy disk unit
package. This unit offers a version of the BASIC programing
language with up to 1.4 million bits of memory for creating and
maintaining programs and files independent of a remote host
computer. This capability is not a CIA SAFE requirement and
NFAC Offices that elect to take advantage of this feature must
be prepared to budget for it on their own. If you have an
interest in this capability, SAS would like to discuss it in more
detail. It is important that the NFAC requirement for this
capability be assessed now so that any necessary planning
can be accomplished on an NFAC-wide basis.

SAS has installed two new Agency standard CRT terminals on
the SAFE model workstations for testing and evaluation.
ODP's Engineering Branch has already begun to work with
SAS on some minor modifications that will benefit users. Plans
are being made to include these terminals in actual Test Lab
experiments and demonstrations so that NFAC analysts will
have an opportunity to use them and comment on both
technical capabilities and human factor considerations for the
final SAFE model terminal.

The size of the new terminals, 30 inches deep by 19 wide by
16 1/2 high may present a problem in areas where terminals
will be allocated on a one-to-one basis. For a detailed
discussion of what SAS is doing to help provide alternative
considerations for SAFE terminal installation, see *NFAC
Takes a Close Look at SAFE-Compatible Workstations.*

NFAC Takes a Close Look at SAFE-Compatible Workstations

As NFAC moves into the 1980s, managers and analysts look
to new and better ways to accomplish the Agency's mission
and goals. SAFE should make a major contribution to
streamlining the information analysis cycle. It will also have a
major impact on the office environment. In most cases, SAFE
CRT terminals will be allocated on a ratio of one CRT to an
analyst or one CRT for every two analysts. Given the size of the
SAFE Delta Data 7260T CRT and the safety considerations
related to installation, it will be neither easy nor reasonable to
place the terminals within the GSA individual standard metal
furniture configuration.

As an alternative to placing CRTs on space-consuming
terminal tables, SAS is recommending the introduction of
SAFE CRT-compatible modular systems furniture. This furni-
ture allows for flexibility in designing individual analyst
workstations, and many configurations are possible within
existing space limitations and CRT support requirements. Two
examples of this type of workstation furniture have been
installed in the SAS Test Lab area (Room 1E4808 Headquar-
ters) in order to help managers and analysts decide on what
combination of available features (panel size, desk tops,
storage areas, etc.) best suits the needs of their office. With
the support of NFAC's Planning, Management, and Evaluation
Staff, SAS has been able to brief the Deputy Directors and
Administrative Officers from all NFAC Offices on the require-
ments for SAFE-compatible furniture. In addition, over 60
representatives from individual offices who are currently
planning renovations or furniture modernization have visited
SAS for briefings on furniture requirements and flexibility.

Major areas of interest and concern in the design and selection
of SAFE-compatible workstation furniture for analysts have
been highlighted in the briefings. Some of these points which
you may want to keep in mind in your planning for furniture
are:
- ☐ Maximize work areas and desk top space for analysts. For
  maximum safety, select a work top at least 30 inches deep
  to support the SAFE CRT terminal. For other work areas, a
  minimum depth of 24 inches is recommended.
- ☐ Guard against creating "dead space" or areas that cannot
  be readily accessed and utilized.
- ☐ Design workstation configurations that allow sufficient
  room for files and reference materials; consider 80-inch-
  high (versus 52-inch-high) acoustical panels in areas
  where a high volume of individual files and reference
  material is required; the higher panels will support a larger
  number of shelves or cabinets.
- ☐ Select shelf size carefully—dossiers require very deep
  shelves, yet these same shelves placed on panels over the
  desk area would become hazardous obstacles.
- ☐ Provide adequate lighting for all work surfaces, not just the
  main desk area.
- ☐ Choose neutral earth tone fabrics for paneling within the
  workstations; avoid grayish, glare-producing tones.

☐ Include the power and communication panel options in workstations. These panels will eliminate the need for individual outlets for both electric power and CRT connections; one power source will be able to service multiple workstations via channels in these special panels.

☐ Use as much care in selecting chairs as you do in selecting other furniture components. Many SAFE users will spend a considerable portion of their workday reading, filing, searching, and composing on CRT terminals. Ensure that the chairs selected will provide proper back support and maneuverability. Take care not to select chairs with arms or other design features that would impede work at the keyboard.

☐ In designing overall office configurations, consider factors that will have an effect on analyst comfort, morale, and efficiency. Try to ensure proper ventilation and lighting, sufficient room to maneuver safely, and easy access to shared files and equipment.

Language Work is Under Way

The ultimate success of SAFE is predicated on the fact that all NFAC analysts and support personnel have access to the system and that the interface between user and system be simple to use and extremely flexible. This interface is embodied in the SAFE language which together with the SAFE CRT terminal will for all intents and purposes represent SAFE for NFAC users. The SAFE terminal and its capabilities are discussed elsewhere in this Newsletter.

SAS is deeply involved in the SAFE language development effort. We are working closely with TRW (the SAFE contractor) to make certain that they fully understand how NFAC analysts will be using SAFE. This should ensure not simply a user language that performs well but a language that will perform as expected by NFAC.

To increase TRW's understanding, SAS has developed a series of papers that portray how NFAC analysts are expected to use the various functions and files of SAFE. Each successive paper has gone into the user/system interface in more detail than the previous one. The latest paper details the complete functional specification for all possible combinations of operations against any of the SAFE files. This paper also seems to meet most of DIA's language requirements.

Between now and June, SAS, CSPO, and TRW are planning to prepare a mutually agreed-to document which will contain a common glossary of terms and a complete set of language specifications. This document will provide the starting point for not only TRW's language development but also CIA and DIA SAFE implementation.

Meetings/Briefings of Interest

Members of the DCI's Scientific and Technical Advisory Panel received a SAFE briefing on 8 February. The Panel expressed particular interest in how the user's needs were translated into requirements, system growth potential, and the SAFE user language. The Panel is preparing a report on SAFE.

The NFAC Senior Review Panel is interested in assessing SAFE's potential for improving the research efforts of the NFAC analysts. In particular they question who the users will be, what data bases will be available, the sources included in the data bases, and how they can be accessed.

SAFE Seminars Begin

SAS has initiated a SAFE seminar program with the goal of educating a small cadre of people about the project in more detail than is possible either via large lectures or the *Project SAFE Newsletter*. Six people have attended the first two runnings of the program. Attendees included representatives from the Office of Training, OMS/Psychological Services Staff (involved in Test Lab work and language development), Office of Central Reference [involved in the establishment of the SAFE User Representative Element (SURE)], and several SAFE Office Coordinators. Future runnings of the seminar will include the rest of the SAFE Office Coordinators plus other interested NFAC personnel concerned with the successful implementation of SAFE.

Notices

As indicated above, future runnings of the SAFE seminar are planned. They are intended for people who will be both instrumental in planning for the arrival of SAFE and ensuring that it runs smoothly after it arrives. The seminar runs for an hour or more on three consecutive days. The groups are kept small—three or four people—to encourage free exchange of ideas. Offices who feel they have candidates for future runnings of the SAFE seminar should contact the Systems Analysis Staff on extension ███   25X1A

If representatives of your office would like a briefing on either the modular systems furniture or the Delta Data terminals and floppy disk units mentioned in this Newsletter, please call the Systems Analysis Staff on extension ███ or an appointment. 25X1A

The lead article in the January 1980 *Project SAFE Newsletter* announced that work on the SAFE communications network would begin in April. This effort is on schedule and the Systems Analysis Staff will keep the SAFE Office Coordinators apprised of its progress and will inform them when work is scheduled for their office locations.

The first issue of the DIA *SAFE Newsletter* was published in February 1980. This initial edition includes a definition of the SAFE mission, a description of project goals/objectives, and background as to the history of the project. A review of the more significant current activity is also provided. A limited number of copies are available in the Systems Analysis Staff, extension ███   25X1A

The Project SAFE Newsletter is a periodic report by SAS/OCR about efforts to bring you improved tools for intelligence analysis and production. If you have any comments, or would like to be added to the mailing list, call ███████

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